

CONSTITUTION OF
ASSOCIATION OF WOMEN IN CONSTRUCTION (SINGAPORE)

NAME

- 1.1 This Society shall be known as the “Association of Women in Construction (Singapore)”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2.1 Its place of business shall be at “18 Howard Road, #07-05 Novelty Bizcentre, Singapore 369585” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

- 3.1 Its objects are:
- (a) to raise the profile of and promote the participation of women and Members in the construction industry and affiliated industries.
 - (b) to encourage women to pursue and establish their careers in the construction industry and affiliated industries.
 - (c) to unite and encourage collaboration, fellowship and understanding among the Members.
 - (d) to advance and to share knowledge, experiences and provide Members with development opportunities.
 - (e) to foster learning and the advancement of the practice of construction, women’s issues and our Members.
 - (f) to take the lead in advocacy for women’s full participation and change perceptions regarding the role of women in the construction and affiliated industries.
 - (g) to undertake to do all such things and activities which may be necessary for the accomplishment of these objects.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership is open to any person or legal entity who has an interest in the construction industry.
- (a) **Individual (Ordinary Member)** is a person who is actively involved in or affiliated with the building or construction industry and meets such other eligibility criteria as set forth from time to time by the Committee. Each Individual (Ordinary Member) who is above 18 years of age will have the right to receive notice and to be present and to debate and vote at General Meetings as well as to stand for elections to be a Committee Member.
 - (b) **Student/Apprentice Member** is a person who is either an apprentice employed in the building and construction industry or a person who is enrolled in a full time or part time course of study or training in a building or construction related field and meets such other eligibility criteria as set forth from time to time by the Committee. Each Student/Apprenticeship Member who is above 18 years of age will have the right to receive notice and to be present and to debate and vote at General Meetings but will have no right to stand for elections to be a Committee Member.
 - (c) **Honorary Life Member** which may be conferred by way of a special resolution of the Society upon a person who has rendered outstanding service to the Society. Each Honorary Life Member will have the right to receive notice and to be present at General Meetings but will have no right to vote or to stand for elections to be a Committee Member.
 - (d) **Corporate Member** is a legal entity which is actively involved in or affiliated with the building or construction industry and meets such other eligibility criteria as set forth from time to time by the Committee. Each Corporate Member will be represented by a representative who is above 18 years of age. The representative shall have the right to receive notice of General Meetings and to be present and to debate and vote on behalf of the Corporate Member at General Meetings as well as to stand for elections to be a Committee Member.
 - (e) New or other categories of Members may be established by the Committee. Any new category of Members established by the Committee cannot be granted voting rights without the approval of the Society in General Meeting.
- 4.2 Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.
- 5.2 The Committee will decide on the application for membership.
- 5.3 A copy of the Constitution shall be posted on the Society's website for the use and reference of members.
- 5.4 An Honorary Life Member shall be nominated through the Committee and decided by the General Meeting. The criteria for the Honorary Life Membership shall be determined by the General Meeting. An Honorary Life Member shall be elected by a majority of the members attending the General Meeting.

ENTRANCE FEES. SUBSCRIPTIONS AND OTHER DUES

- 6.1 There shall be no entrance fee payable for all members.
- 6.2 The annual subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time. An Honorary Life Member shall be exempted from the payment of annual membership subscriptions.
- 6.3 Annual subscriptions are payable in advance within the first month of the year.
- 6.4 A Member who fails to pay the annual membership subscription within three (3) months after its due date for payment shall automatically cease to be a member.
- 6.5 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.
- 6.6 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members.
- 7.2 An Annual General Meeting shall be held within 3 months from the close of its financial year.
- 7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at any time by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's website.
- 7.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board four (4) days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution voting by proxy shall not be allowed at all General Meetings.
- 7.7 The following points will be considered at the Annual General Meeting:
 - (a) The previous financial year's accounts and annual report of the Committee.
 - (b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.
- 7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided they give notice to the Secretary one (1) week before the meeting is due to be held.
- 7.9 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

- 7.10 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution.

MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:

- A President
- A Vice-President
- A Secretary
- A Treasurer
- 4 Ordinary Committee Members
- An Immediate Past President

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens. Foreign Diplomats shall not serve as Committee Members.

- 8.2 Candidates for the Committee, with the exception of the Immediate Past President, shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is two years.
- 8.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- 8.4 A Committee Meeting shall be held at least once every three (3) months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.
- 8.5 Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 8.6 The duty of the Committee is to organise and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes

of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

- 8.7 The Committee has power to authorise the expenditure of a sum not exceeding S\$30,000/- per quarter from the Society's funds for the Society's general purposes. This limit may be exceeded up to a maximum of S\$35,000/- to meet expenses related to Annual Dinner, Annual Lecture, Conferences or Training Courses & Workshops. Any additional expenditure exceeding these limits for any other purposes of the Society shall be with the consent of the general meeting of members.

DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. The President shall also represent the Society in its dealings with outside persons.
- 9.2 The Vice-President shall assist the President and deputise for the President in their absence.
- 9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. The Secretary will keep minutes of all General and Committee meetings. The Secretary shall maintain an up-to-date Register of Members at all times.
- 9.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. The Treasurer is authorised to expend up to \$300/- per month for petty expenses on behalf of the Society. The Treasurer will not keep more than \$1,000/ in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee within 2 working days. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary.
- 9.5 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.
- 9.6 The Immediate Past President shall provide advice to the Committee regarding past practices and other matters as well as support the President and the Vice-President when needed. The Immediate Past President shall serve as a member of the Committee and participate in Committee meetings and contribute to decisions and assist with ongoing tasks.

AUDIT AND FINANCIAL YEAR

- 10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
- 10.2 They:
- (a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
 - (b) May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 10.3 The financial year shall be from 1st January to 31st December of each calendar year.

TRUSTEES

- 11.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 11.2 The trustees of the Society shall:
- (a) Not be more than four (4) and not less than two (2) in number.
 - (b) Be elected by a General Meeting of members.
 - (c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 11.3 The office of the trustee shall be vacated:
- (a) If the trustee dies or becomes a lunatic or of unsound mind.
 - (b) If the trustee is absent from the Republic of Singapore for a period of more than one (1) year.
 - (c) If the trustee is guilty of misconduct of such a kind as to render it undesirable that the trustee continues as a trustee.
 - (d) If the trustee submits notice of resignation from his trusteeship.
- 11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the Society's website at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

- 11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

- 12.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

PROHIBITIONS

- 13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 13.3 The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 13.4 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.5 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 13.6 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

AMENDMENTS TO CONSTITUTION

- 14.1 The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

- 15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

- 16.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

DISSOLUTION

- 17.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- 17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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